

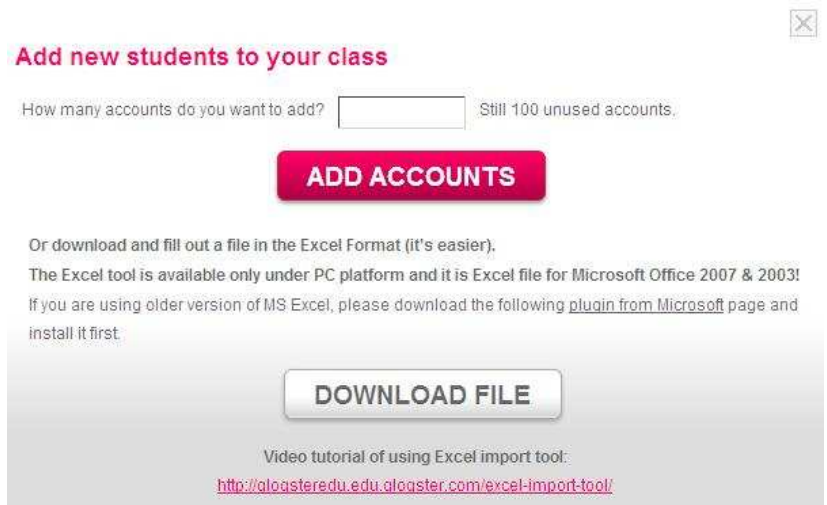
# GlogsterEDU Adding Your Students

1. To add students to your Glogster account click the add students button.

Basic allows 100 students where as Premium allows 200 students and more management control.

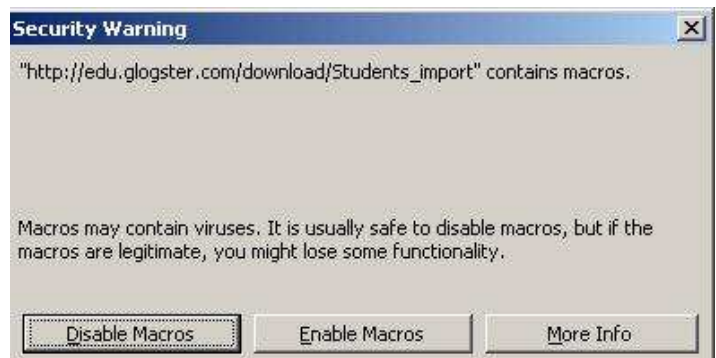


2. Next you have the option of adding by uploading an excel spreadsheet or manually. To add via upload click the DOWNLOAD FILE button.



3. You will be asked to open or save the spreadsheet. I choose open, but you can save it.

NOTE: Once you open the spreadsheet choose ENABLE MACROS or the upload won't work. If you need help with this step visit: <http://glogsteredu.edu.glogster.com/excel-import-tool/> for more information.



4. Once the spreadsheet is open click the login button in the upper right-hand corner to login.

5. Once logged in your screen will look like this:

Login: [tompkinsjodi](#)  
 Login at: Wednesday, September 29, 2010  
 Login

6. Fill in the spreadsheet starting with the Nick (nickname). This field must be at least 5 characters and has to be unique. You do not have to fill in the First and Last Names, grade, gender or password. If you leave the password field blank excel will generate one for you. (FYI: I fill in all the information, that is why the picture below looks this way.)

	Nick	First Name	Last Name	Grade	Gender	Password
1.	brunsd	Devin	Bruns	6	M	password
2.	grovesk	Katie	Groves	6	F	password
3.	cochrane	Elizabeth	Cochran	6	F	password
4.	larsonk	Kyle	Larson	6	M	password
5.	mcchollanda	Andrew	McHolland	6	M	password

7. Click the Import button and excel will import your names into Glogster.

8. Once you have clicked Import your spreadsheet will show you your success. If the line is highlighted in green then it was successfully imported. If the line is orange or white, the account already exist or you have no more accounts left. If the line is red, there was an error in the username or server error. Just correct the mistakes or edit the existing students and click Import again. Once you have all accounts with the status of Imported you have success. The First Login Link is a quick short cut link for the individual student to access his/her account. You can hand out those links or give them their nickname and password.

	Nick	First Name	Last Name	Grade	Gender	Password	Status	First Login Link
1.	brunsd	Devin	Bruns	6	Male	password	Existing	
2.	grovesk	Katie	Groves	6	Female	password	Imported	<a href="http://edu.glogster.com/go/yqgibr">http://edu.glogster.com/go/yqgibr</a>
3.	cochrane	Elizabeth	Cochran	6	Female	password	Existing	
4.	larsonk	Kyle	Larson	6	Male	password	Existing	
5.	mchollanda	Andrew	McHolland	6	Male	password	Imported	<a href="http://edu.glogster.com/go/ue08ev">http://edu.glogster.com/go/ue08ev</a>

	Nick	First Name	Last Name	Grade	Gender	Password	Status	First Login Link
1.	brunsde	Devin	Bruns	6	Male	password	Imported	<a href="http://edu.glogster.com/go/771ewn">http://edu.glogster.com/go/771ewn</a>
2.	grovesk	Katie	Groves	6	Female	password	Error	<a href="http://edu.glogster.com/go/yqgibr">http://edu.glogster.com/go/yqgibr</a>
3.	cochranel	Elizabeth	Cochran	6	Female	password	Imported	<a href="http://edu.glogster.com/go/ef5d92">http://edu.glogster.com/go/ef5d92</a>
4.	larsonkl	Kyle	Larson	6	Male	password	Imported	<a href="http://edu.glogster.com/go/gorndy">http://edu.glogster.com/go/gorndy</a>
5.	mchollanda	Andrew	McHolland	6	Male	password	Error	<a href="http://edu.glogster.com/go/ue08ev">http://edu.glogster.com/go/ue08ev</a>

9. Click the Back to Dashboard button see all your student imports.

10. Later if you need to add more students you can do it manually or upload a new spreadsheet. To manually add a student click the Add new students button in red. It will prompt you for the number of students you wish to add. Type that number in the box and click Add Accounts button.

Classes (EDU Premium)

Students

Andrew McHollanc

0 Glogs

Carla Kroll (krollc)

0 Glogs

Devin Bruns (brur)

0 Glogs

Elizabeth Cochran

0 Glogs

Ethan Dempsey (e)

0 Glogs

Jerry Barsby (bar)

0 Glogs

Joanna Goeden (g)

0 Glogs

Katie Groves (gro)

0 Glogs

Kyle Larson (lars)

0 Glogs

Add new students

or

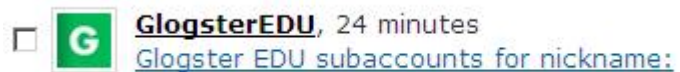
Manage students

11 students - show all

11. When adding manually, Glogster will generate a nickname and password for you. Notice the Avatar has a grey sweater instead of the pink or blue which designates girl and boy. Notice the random username above the avatar. You can change this by clicking on edit account.



12. If you wish to keep the compute generated nickname and password, you should have received an email from Glogster.



13. Click the blue hyperlink to open the message. Then click the underlined word **here** to open the information about your student.



## Glogster EDU subaccounts for nickname

09-29-2010 21:00

Glogster EDU subaccounts for nickname:

Your generated Student's accounts:

1. Nickname: s48k932  
Password: mv1ncwoz  
First login link: <http://edu.glogster.com/go/q9d7gk>

For more information go to [FAQ](#).  
Glogster is Yours!



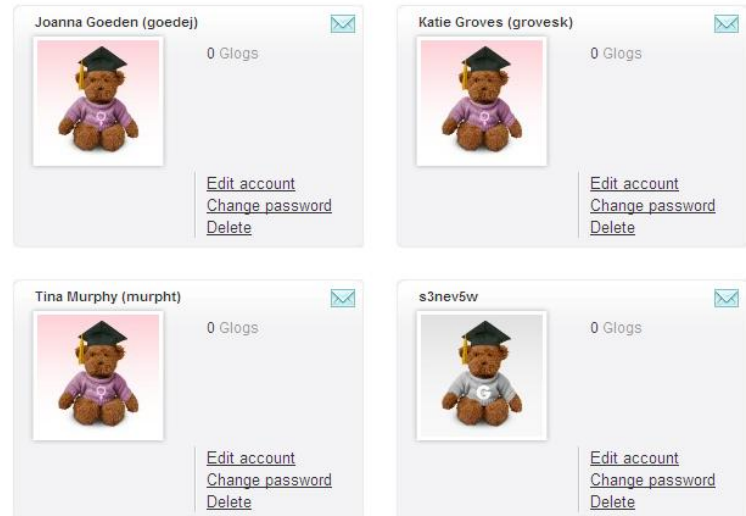
14. If you wish to change the student's nickname or password click on manage students or show all students located on your dashboard screen.

Manage students

11 students - [show all](#)

15. At this screen you will be able to edit each account, change the password or delete the account.

**NOTE:** If you upgrade to the premium account you will be able to access each student's account from your login or this screen.



16. To edit the account, click edit account. This will allow you to change the student's first and last name, birthday, and select gender. This screen will also allow you to change the student avatar, and add information about your student. None of this is required. Make sure you click SAVE CHANGES when finished.

### Tell us something about yourself

If you fill in your name your classmates will recognize you more easily.

First name:   
Last name:   
Gender: ☐ male ☒ female

This information will not appear on your profile and will be used for statistical purposes only.

Birthday:

We want to assure you that we gather personal information, like school telephone numbers, for customer service purposes only.

SAVE CHANGES

### Your interests

Describe yourself:   
Lifestyle:   
Music:   
Movies and TV:

### murpht



17. To change the password click **Change password**. This will enable you to type in the new password. Don't forget to click Change Password button for the new settings to take effect.



Change password for: s3nev5w

New password:

Choose a password with more than 4 characters.

Confirm password:

CHANGE PASSWORD

18. If you would like to see what a student account looks like. Log out of your account and log back in as one of your students.



